

**MADERA COUNTY**  
**COUNTY PROBATION OFFICER**

**DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the functions, operations, and programs of the County Probation Department; to coordinate Probation Department activities and functions with other County departments and outside agencies and organizations; and to do related work as required.

**SUPERVISION EXERCISED**

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plans, directs, manages, and oversees the functions, operations, and programs of the Probation Department including both the adult and juvenile probation programs of the County; oversees the operations and functions of the Juvenile Hall; serves as liaison with the Superior and Municipal Courts, the County Administrative Officer, members of the Board of Supervisors, other law enforcement agencies, the Grand Jury, and members of the Juvenile Justice/Delinquency Prevention Commission for the purpose of facilitating the work of the Probation Department; oversees and participates in the development and implementation of Probation Department goals, objectives, policies, and priorities; assesses and recommends solutions to complex problems affecting Department operations and functions; selects, directs, supervises, trains, and evaluates assigned staff; develops and administers assigned budgets, prepares budget requests, and controls expenditures; appears in court and recommends the final disposition of cases; furnishes such assistance as the courts may require; recommends changes in the court regarding the structure and responsibilities of the Department; oversees the preparation of and prepares reports and presentations on assigned functions and activities; represents the Probation Department to the public, community organizations, and other government agencies including social agencies, groups, and interested persons on crime and delinquency prevention programs; interprets and explains Probation Department programs, policies, and activities; serves as technical advisor on probation matters to the Board of Supervisors; assigns and supervises adult and juvenile probation referrals; prepares written and oral reports on Department activities; provides consultation on the interpretation of laws and procedures for Department staff; participates on a variety of boards, committees, and commissions including committees designed to improve law enforcement and social rehabilitation services; serves as spokesperson for the Department with the community and news media.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics and functions of the Probation Department and Juvenile Hall.  
Principles and techniques of management and program administration.  
Principles and practices of supervision, training, and performance evaluation.  
Modern principles of adult and juvenile probation work, detention practices, and related court procedures.  
Pertinent Federal, State, and local laws, codes, and regulations including those governing adult and juvenile probation work.  
Principles and findings of normal and abnormal psychology.  
Causes, extent, and control of crime and delinquency.  
Services of public and private agencies available to probationers, families, and victims.  
Principles and practices of budget development, preparation, and expenditure control.

### **Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

### **Ability to:**

Plan, direct, manage, and oversee the functions and programs of the County Probation Department.  
Supervise, train, and evaluate the work of assigned staff.  
Develop and prepare an assigned budget and control expenditures.  
Develop information for the assessment of probation cases.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Examine methods of improving the probation system, reducing costs, and exploring punishment options commensurate with public safety.  
Effectively work with probation cases.  
Prepare and present accurate and comprehensive reports and recommendations.  
Effectively represent the Probation Department in contacts with the public, community organizations, and other government agencies.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Seven years of progressively responsible professional experience in adult and juvenile probation work including three years of management and supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminology, psychology, or a related behavioral or social science field.

**License or Certificate:**

Completion of requirements for California Penal Code Section 832 with firearms and chemical weaponry training.

Completion of Probation Officer Basic Academy and Administration Core Course.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including the ability to travel to different sites and locations.

**Effective Date:** May, 1995